

Dear Applicant:

Thank you for your interest in becoming a RiderCoach. We are looking for dedicated individuals to teach basic and advanced motorcycle operator training courses. Dedication is necessary because the title of RiderCoach carries with it many responsibilities. As a RiderCoach you are expected to develop professional facilitation skills along with evaluation and coaching abilities, set an example for your course participants and other riders, keep up to date on rider skill training techniques and maintain a high level of professionalism and riding proficiency.

Please review the minimum requirements below to verify you are eligible for consideration to become a RiderCoach. The requirements are based on the date of application.

Verify you meet the minimum requirements as outlined in excerpts of the Texas Administrative Rules, Section 31.3 as noted below:

- _____ be a high school graduate or possess a valid GED
Include copy of High School diploma, GED certificate or College Degree with application.
- _____ possess a current valid motorcycle license for at least three years
- _____ be free from addiction to alcoholic beverages or drugs
- _____ be physically able and mentally competent to conduct correct classroom and on-cycle instruction, including technically correct riding demonstrations
- _____ hands-on CPR training from a nationally recognized provider
Include copy of CPR and First Aid certificate with application.
- _____ hands-on Basic First Aid or Trauma First Aid training from a nationally recognized provider
Include copy of CPR and First Aid certificate with application.

Note: CPR and First Aid training courses must be attended in person and provide hands-on skills practice. Certification will only be accepted from Providers that meet or exceed the curriculum standards of American Red Cross, American Heart Association, DOT or NHTSA. If you are a medical professional and can not provide a certificate for CPR or First Aid, please contact our office.

Review the websites below to determine if you meet the driving record and criminal history minimum requirements as outlined in the Texas Administrative Rules, Section 31.2 (b).

- _____ Driving offenses: No more than 9 points in the last 3 years [DRIVING RECORD EVALUATION](#)
If you do not have a Texas driver license, or have had a Texas motorcycle license for less than three years, submit with your application a copy of your out of state driving record and a letter/document from your previous state of residence showing the date you received your motorcycle endorsement.
- _____ Criminal offenses: No felony within the past ten years; No criminal offenses involving moral turpitude, tampering with governmental records, driving while intoxicated or under the influence of drugs, or an offense committed as a result of criminally negligent operation of a motor vehicle within the past five years. [MORAL TURPITUDE](#)

If you meet the minimum requirements above:

- _____ Mail a completed RiderCoach application along with copies of the necessary documentation noted in the application to address on signature page.
- _____ Call the Motorcycle Safety Unit at **(512) 424-2021 or (800) 292-5787** to request your Agency Assigned Applicant number. Print a F.A.S.T. Pass form prior to making your fingerprint appointment; a copy of the F.A.S.T Pass form does not need to be submitted with your RiderCoach application.

If you have any questions or if we can be of any assistance please contact our office to speak to a Training Officer at (512) 424-2021 or (800) 292-5787.

**Texas Approved RiderCoach Candidate (RCC) process
for RiderCoach Preparation (RCP) course**

*The following steps must be complete **45 days prior** to the RiderCoach Preparation (RCP) course.*

Step 1: Mail a completed RiderCoach application along with copies of the necessary documentation and submit fingerprints through L1Enrollment. You will receive a letter from our office by email confirming the receipt of your application.

After review of your application, you will receive a letter from our office by email of whether or not you meet the basic requirements and are recognized as a RiderCoach Candidate (RCC). If you become a RCC, you may continue to Step 2 otherwise you are considered ineligible for an RCP at this time. Along with the letter of meeting basic requirements, you will receive an Assignment and Letter of Progress (LOP) for your BRC course as a student (Step 2) and a list of training locations (Sponsors) in Texas to contact in order to schedule dates for observation (Step 3). A copy of the email will be sent to one of our Training Officers; this will be the Training Officer assigned to you, please contact this person with any questions and keep in touch with him/her the entire process up to your attendance of the RCP. Have a copy of the letter available to give your Sponsor prior to scheduling you to observe with their RiderCoaches.

Step 2: Complete a Basic RiderCourse (BRC) as a student. BRC must be completed within 12 months of the first date of your RCP. Upon completion of your BRC submit a completed Assignment and signed Letter of Progress (LOP) by your RiderCoach (RC) to your designated Training Officer.

Step 3: RiderCoach Candidates (RCC) are required to volunteer with a Sponsor to **observe** a minimum of **three** Basic RiderCourses (BRCs) to increase their knowledge prior to the RCP. This requires you to attend all fifteen hours of each class. As a RCC you are required to:

- Observe and understand the complete flow of the BRC.
- Become familiar with how the RiderCoach Guide (RCG), RiderCourse Handbook and Training Aids interrelate.
- Observe the use of adult learning principles, motor skills development and learner-centered facilitation.
- Become familiar with and set up the range exercises as outlined in the Range Cards.
- Discuss with RiderCoaches and become familiar with range management activities and evaluation and coaching.
- At a minimum, an RCC must possess skills and abilities superior to a novice rider.
- Upon completion of each observation, submit a completed Assignment and Letter of Progress (LOP) to your designated Training Officer. These documents must be returned to your Training Officer prior to scheduling your next observation at which time you will receive a new Assignment and LOP. An observation can not be scheduled without the corresponding observation paperwork.

Step 4: After participation in a minimum of three BRCs, you will be recognized as a RiderCoach Apprentice (RCA). Apprentices are required to volunteer with a Sponsor to **conduct** a minimum of **two** BRCs to increase their knowledge prior to the RCP. This requires you to teach an entire BRC under supervision of an experienced RiderCoach. You are not to be included in the RiderCoach to student ratio or to coach on the range which includes simulated practices and debriefs. As a RCAs you are required to conduct the activities below while under the direct supervision of a RiderCoach:

- Present classroom material using RiderCoach Activities as outlined in the RCG.
- Read the range cards to the participants prior to exercises.
- Read the evaluation points while an RC is riding the demonstration.
- Ride technically correct demonstrations
- Upon completion of each class, submit a completed Assignment and Letter of Progress (LOP) to your designated Training Officer. These documents must be returned to your Training Officer prior to scheduling your next apprenticeship at which time you will receive a new Assignment and LOP. An apprenticeship can not be scheduled without the corresponding apprenticeship paperwork.

Assignments require a review and basic understanding of contents in the MSF RiderCoach Guide (RCG), however only MSF certified RiderCoaches have RCGs. Assignments are intended to be completed with the assistance of the RC being observed prior to each class. This will enable you to review the material in the presence of a RC and ask questions to help in your understanding of the material before answering the questions of the assignments.

During RCA teaching, the BRC students must receive correct and adequate information. The quality of student training is still the responsibility of the RC. RCs are encouraged to give the RCAs feedback and critique the RCA's performance. To avoid decreasing the credibility of the curriculum and the RCA, RCs will unobtrusively correct any inadequacies in the classroom or of riding demonstrations and will be done away from students and in a positive manner. RCs will take notes of the RCAs performance in order to conduct an accurate debrief. RCs will complete LOPs that summarize your activities and performance.

RiderCoach Preparation (RCP) Course Completion Requirements

To successfully complete an RCP the RiderCoach candidate must:

- Complete a pre-course assignment (approx 30 days prior to RCP).
- Attend all classroom and range sessions.
- Pass a riding skill evaluation.
- Achieve a score of 80% or higher on the RCP Knowledge Test.
- Receive a satisfactory evaluation on classroom and range teaching assignments in an actual basic motorcycle operator training course to be conducted during the final weekend of the RCP.

Upon successful completion of the RCP, RiderCoaches are “nationally certified” by the Motorcycle Safety Foundation (MSF) and “state approved” by the Texas Department of Public Safety Motorcycle Safety Unit to facilitate the MSF Basic RiderCourse in Texas.

The RCP is conducted over 8-1/2 days by DPS approved, MSF-certified RiderCoach Trainers. The fee is \$200.00 which includes the cost of the course materials and is paid approximately 45 days prior to the RCP, not at time of application. Meals and lodging are the responsibility of the applicant. RiderCoaches are employed by course Sponsors, not the DPS.